

COMMITTEE VACANCIES

The Town Council of the Town of Amherst invites interested and qualified individuals to apply for appointment to the following committees:

- **Planning Commission** - 2 seats; July 1, 2010 – June 30, 2014 term.
- **Board of Zoning Appeals** - 1 seat; September 1, 2010 - August 31, 2015 term (nominated by Town Council, appointed by Circuit Court).
- **Industrial Development Authority** - 2 seats; July 1, 2010 – June 30, 2014 term.
- **Property Maintenance Investigation Board** – 1 seat; July 1, 2010 – June 30, 2013 term.

Applications should be made by June 1, 2010 via a form available at www.amherstva.gov and in the Town Hall.

Sec. 2-58 Policy on process for appointments to standing boards, commissions and authorities.

I. Purpose:

The purpose of this ordinance is:

- a. To provide a expedited and consistent procedure for the appointment of or recommendation of appointments to the Standing Boards, Commissions and Authorities of the Town of Amherst;
- b. To encourage participation in a free and democratic local government;
- c. To seek qualified individuals for appointments; and
- d. To promote diversification among the members of standing boards, commissions and authorities.

This procedure shall apply to the following standing boards, commissions and authorities:

- Planning Commission
- Board of Zoning Appeals
- Industrial Development Authority
- Property Maintenance Investigation Board
- Town/Sweet Briar Sewer Use Committee

II. Procedure:

- a. The Town Clerk will make public notice of all unexpected and anticipated vacancies or expired terms of all standing boards, commissions and authorities of the Town at least two (2) months prior to the anticipated vacancies or expired terms. The Town Clerk will make public notice of all unexpected vacancies of all boards, commissions and authorities immediately upon notification to the Town Clerk that an appointment has been vacated.
- b. The Town Clerk shall be authorized to automatically make the public notice without direct order of the Mayor or Council. However, the Mayor and Council shall be notified of all unanticipated vacancies as soon as possible.
- c. "Public Notice" is defined as posting of anticipated vacancies, expired terms and unanticipated vacancies in a conspicuous location at the Town Hall; advertisement in the Amherst New-Era Progress; and posting on any official Town of Amherst web site.
- d. Any eligible individual desiring to serve on a board, commission or authority of the Town shall complete a Town of Amherst Application for Appointment and return it to the Town Clerk thirty (30) days prior to the anticipated vacancy or expired term or thirty (30) days after the vacancy of an unanticipated vacancy. However, no individual serving on a board, commission or authority shall be required to complete such an application for reappointment to the same board, commission or authority.
- e. The Town Clerk shall forward all applications to the Mayor and Council members.
- f. The Town Council may schedule interviews with prospective appointees at its discretion.

The Council will be responsible for all appointments or recommendations of appointments as directed by the Town Charter and Town Code.

(Adopted September 8, 2004.)